

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, March 25, 2020 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 p.m. Nina Imthurn was Secretary. Others present were Board member Paulette Simecka and Judith Cremer, Director. Alicia Matson and Sandie Jensen were present remotely via telephone.
- **ADOPTION OF THE MEETING AGENDA:** Pam Bales moved that the agenda be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE FEBRUARY 26, 2020 MEETING:** Sandie Jensen moved that the minutes be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** None
- **REPORT OF TREASURER:** None
- **APPROVAL OF BILLS:** After discussion, Nina Imthurn moved that the Board approve and pay the bills as presented. Pam Bales seconded the motion and the motion carried.
- **NCKL REPORT - DIRECTOR:** Manhattan Public Library / NCKL initially closed through March 30, 2020 to help mitigate the spread of the coronavirus. The closure has now been extended to Apr. 6.
- The NCKL Rotating Book Van delivery scheduled in March was cancelled. This delivery will not be rescheduled and the next delivery is set for later in May.
- The NCKL Directors Meeting in Wamego scheduled for Apr. 2 has been moved to the Zoom video conferencing platform.
- The NCKL Executive Committee meeting scheduled for March 26 has been rescheduled for Apr. 9 via the Zoom video conferencing platform.
- The Research in Public Libraries (RIPL) statistics conference scheduled for Apr. 7-8 in Manhattan has been cancelled.
- NCKL member libraries have been advised that NCKL consultants will be working from home and can be reached via their library cellphone numbers.
- **DIRECTOR'S REPORT:**
- A draft copy of the Pandemic Action Plan included with the Board packet was sent to PWRL Staff on March 11 so that cleaning and safety precautions could be immediately implemented at all locations.
- Schools were closed by the Governor and the list of public library closings was quickly growing larger. After consulting with the Board President, the decision was made to close all PWRL locations at 5:00 p.m. on Tuesday, March 17th.
- Library Staff members were instructed to stay at home and do what work they could from there. Information on continuing education opportunities and other remote projects were distributed to Staff. Judith began working full time from home. Sheila McKinzie, PWRL Bookkeeper / Secretary also began working full time using the Harveyville Mini Library as her base of operation.
- Judith told the Board that she completed an eBook and digital audiobook order using PWRL's \$6,002.39 credit balance with Overdrive for the Sunflower eLibrary. Items on PWRL patron and consortia wide hold lists were purchased, plus a few titles of local interest. The order was processed and materials were instantly available for patrons to borrow and download.
- The courier service supporting the Statewide Interlibrary Loan service temporarily ceased operation on March 18 to help mitigate the spread of the coronavirus.
- PWRL's closure was posted to the statewide library e-list on Tuesday, March 17. Notices announcing the closure were posted to WIBW and KTWU. Signs were posted at all PWRL locations and the

information was posted on the library website and Facebook pages. A news release was sent to the county newspapers announcing the shutdown and offering information about available digital resources. New free statewide access to Tumblebooks eBooks for kids, Tumble Math, Teen Book Cloud, Audiobook Cloud, and Romance book cloud was highlighted. SunflowerLibrary and the Statewide eBook and Digital Audiobook services were also mentioned.

- Signs were also posted asking patrons to keep any checked out materials until the Library re-opened.
- Notes providing network information and password for the Library WIFI connections were displayed at all locations.
- Monday, March 23, Judith began an effort to keep the Library connected to patrons in each community. All Branch and Mini Librarians were asked to make calling lists of regular patrons and then reach out to each individual by phone to help relieve isolation and to get a sense of ongoing needs in the community. Information from each contact was logged and any needs flagged for future action or referral.
- Based on patron requests staff is now in the process of developing a no contact by appointment only curbside pickup service through which patrons can order books and dvd's, make and pickup appointment, and pick up the material through a no contact delivery at each PWRL location.
- After discussion Pam Bales moved that all PWRL locations remain closed to the public due to the pandemic with a tentative plan to reopen on April 27 pending approval from health officials to do so at that time. Nina Imthurn seconded the motion and the motion carried.

- UNFINISHED BUSINESS:
- E-RATE APPLICATION: The deadline from filing the E-Rate 471 form signaling an organizations intention to participate in the upcoming fiscal year was today, March 25. That deadline has been extended to Wednesday, April 29 due to the pandemic. Information on the cost and availability of internet service for Alta Vista, Eskridge, and Harveyville was finally received from CenturyLink on March 19. Unfortunately the information was not complete as the quote indicated that there was no service available at Harveyville, even though we currently already have service at that location. Judith said she would continue to seek clarification from CenturyLink for that the necessary forms could be completed in a timely fashion.

- STATE AID FUNDING: PWRL was notified that the Library would receive \$7,598.52 in State Aid Funding in 2020. That amount has since been deposited into PWRL's State Aid Account.


- VEHICLE REPLACEMENT CD: A check for \$500 was included with the March bills to be added to the new CD for vehicle replacement approved by the Board at the February Board Meeting. Interest rates have dropped since February as a result of the ongoing pandemic. The January rate for a 12 month CD was 1.85 APY. The March rate for a 12 month CD is .80% APY.
- After discussion Pam Bales moved that the Board approve a new CD for vehicle replacement with an interest rate of .80% APY for a term of 12 months. Sandie Jensen seconded and the motion carried.

- NEW BUSINESS:
- PANDEMIC ACTION PLAN: The proposed Pandemic Action Plan Emergency Policy was updated to state that PWRL would follow the guidelines set out by Local, State, and Federal Health Authorities. After discussion, Pam Bales moved that the Board approve the Pandemic Action Plan Emergency Policy. Paulette Simecka seconded the motion and the motion carried.

- 2019 ANNUAL REPORT: Judith noted that staff worked hard to put together the 2019 Annual report and were pleased with the many examples of positive patron / staff interactions. Growth was shown in program attendance, computer use, reference questions, requested materials, and Interlibrary Loan activity. A number of new read posters were created for the 2019 Annual Report to highlight new staff members that have been added at all PWRL locations. After discussion, Sandie Jensen moved that the

Board accept the 2019 Annual Report as presented. Nina Imthurn seconded the motion and the motion carried.

- 2019 LIBRARY AUDIT: The audit of the PWRL 2019 financial year is scheduled to be completed by Varney & Associates on April 6. Arrangements have been made to conduct the audit electronically through calls and file transfers to avoid the chance of infection.
- 2021 LIBRARY BUDGET: PWRL has received a request from Wabaunsee County to present the 2021 Library Budget on May 18. Library Staff has begun work on the budget proposal, assuming that timeline will remain the same despite the pandemic. The Board agreed by consensus to move the PWRL Library Budget Meeting to Wednesday, April 29 at 5:00 p.m.
- CIF TRANSFER – LIBRARY MATERIALS: After discussion, Pam Bales moved that the Board allow the transfer \$30,000 from the CIF to the General Fund for the purchase of library materials. Sandie Jensen seconded the motion and the motion carried.
- LIBRARY BOARD / STAFF FUNCTION – MAY 27, 2020 (WED.) @ ST. MARYS: Judith noted that she had originally planned to ask that the Board / Staff function be moved from April to May to accommodate the need to move up the date of the PWRL Library Budget meeting. The unique circumstances created by the Covid-19 pandemic make this much more complicated. After discussion, the Board agreed by consensus to cancel the 2020 Board / Staff function to keep everyone safe and look at doing something special next year.
- BOARD MEETING DATES FOR 2020: The next Library Board meeting will be held on Wednesday, April 29, 2020 at the St. Marys Branch Library and is scheduled to start at 5:00 PM.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Alicia Matson seconded the motion and the motion carried. The meeting was adjourned at 6:36 PM.



Chairman



Secretary